

Clerk: Mrs Sarah Rimell  
Illogan Parish Council Community Office, Trevelyan Road, Illogan, TR16 4RG  
Telephone: 01209 711433  
Email: [enquiries@illoganparishcouncil.gov.uk](mailto:enquiries@illoganparishcouncil.gov.uk)



## Illogan Parish Council Community Room Hire Policy

This policy sets out the guidelines for the hire of the community room in Illogan Parish Council Community Office, Trevelyan Road, Illogan, TR16 4RG

The community room is available to hire by individuals, businesses, charities, and community groups either on a one-off or regular basis. The primary focus is to support the local community.

For further information on available dates and times, or to make a booking please contact Illogan Parish Council on 01209 711433, email [enquiries@illoganparishcouncil.gov.uk](mailto:enquiries@illoganparishcouncil.gov.uk) or pop into Illogan Parish Council Community Office, Trevelyan Road, Illogan during weekdays.

### Definitions

Council	means Illogan Parish Council
Commercial User	means for profit individuals, organisations or businesses which charge fees for the activity held
Private User	means any person using the hall for private purposes
Non-profit and Not for profit	means that the organisation or owners do not earn a profit and can provide evidence of such
Charity	means an organisation that has charitable purposes and can provide evidence of such
Charitable Purposes	Raising funds for a charity and can evidence of the charitable purpose and that the donation was made
Regular Hirer	means any individual, business or organisation that hires the hall 10 or more times per annum
Casual Hirer	means any individual, business or organisation that hires the hall less than 10 times per annum

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## **Uses**

The Community Room may be used for purposes such as:

- Community education programs
- Fundraising activities
- Training, conferences, and seminars
- Birthday parties
- Exercise classes
- Playgroups
- Religious meetings
- Dance groups
- Private functions

## **Costs and Deposits**

A non-refundable deposit of £10, preferably by bank transfer, will be required to secure a booking. The deposit will be deductible from the total hire costs. If fees are waived, the booking deposit will still be required but will be refunded after the booking has been completed.

A refundable damage deposit of £50, preferably in cash, will be required and must be paid at least 1 week prior to the date of booking.

Full payment for hire including the refundable damage deposit must be received at least 1 week prior to the date of the booking. If full payment is not received, the booking will be cancelled.

The Council reserves the right to vary or waive the fees depending on the use of the community room or the frequency of use. The decision of the Council is final. Variations to fees will be considered and agreed on an individual basis when requested.

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### Charging Structure – 8am -4pm

For booking afters 4pm there will be an additional £25 charged on all fees.

<b>Type of Organisation/User</b>	<b>Use</b>	<b>Community Room Only</b>	<b>Community Room and Kitchen</b>	<b>Community Room and Screen – plus an additional £50 damage deposit for screen</b>	<b>Community Room, Kitchen and Screen – plus an additional £50 damage deposit for screen</b>
Private individuals	Birthday parties Private functions	£25 per hour	£30 per hour	£30 per hour	£35 per hour
	Free to attend community event	£10 per hour	£15 per hour	£15 per hour	£20 per hour
	Charge to attend community event	£25 per hour	£30 per hour	£30 per hour	£35 per hour
Community Organisations that charge membership	Organisation / Group meeting	£25 per hour	£30 per hour	£30 per hour	£35 per hour
	Free to attend community event	£10 per hour	£15 per hour	£15 per hour	£20 per hour
	Charge to attend community event	£25 per hour	£30 per hour	£30 per hour	£35 per hour
Community Organisations that are free to attend	Organisation / Group meeting	£10 per hour	£15 per hour	£15 per hour	£20 per hour
	Free to attend community event	£10 per hour	£15 per hour	£15 per hour	£20 per hour
	Charge to attend community event	£25 per hour	£30 per hour	£30 per hour	£35 per hour
Commercial Organisation	Meetings, training, conferences, seminars	£25 per hour	£30 per hour	£30 per hour	£35 per hour
	Free to attend community event	£25 per hour	£30 per hour	£30 per hour	£35 per hour
	Charge to attend community event	£25 per hour	£30 per hour	£30 per hour	£35 per hour
Charities	Organisation / Group meeting	£10 per hour	£15 per hour	£15 per hour	£20 per hour
	Free to attend community event	£10 per hour	£15 per hour	£15 per hour	£20 per hour
	Charge to attend community event	£25 per hour	£30 per hour	£30 per hour	£35 per hour



## Terms and Conditions of Use

1. Illogan Parish Council will not be liable for any accident, injury, damage, loss, expenses, or inconvenience whether to person or property, which may be suffered or incurred arising out of, or in any way connected with the hiring however caused.
2. The capacity of the community room is 60 people, this must not be exceeded.
3. All commercial, not for profit, charity and regular hirers must provide evidence of current public liability insurance.
4. It is the hirer's responsibility to ensure that they have the appropriate licence to show any copyright material on the screen.
5. The facilities must not be left unattended. **Hirers are responsible for the security of the community room for the duration of their hire.**
6. Hirers must return the facilities in a clean and tidy condition.
7. Hirers must remove all personal possessions, display material, rubbish, food, and drink from the premises.
8. Nails, screws, blue/white tack, or any other fastenings must not be driven in or attached in any way to the walls, floors, furniture, or fittings.
9. Smoking/vaping is prohibited.
10. Chewing gum is prohibited.
11. Stiletto heels are prohibited.
12. The serving or consumption of alcohol in the community room or the surrounding area of Illogan Park is not permitted.
13. Barbeques, fireworks, smoke machines, bubble or foam machines, bouncy castles and other inflatable devices are prohibited.
14. Animals in the community room will need to be approved prior to use with the exception of guide dogs or assistance dogs.
15. No items from the premises are to be removed for outside use without prior express approval.
16. Any damages or breakages must be reported prior to leaving the site.
17. The hirer is responsible for the cost of making good any damage caused to the building, furniture, fixtures, or fittings arising during their engagement.

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18. Any hazards, incidents, injuries or near misses must be reported before leaving the premises and/or at the earliest opportunity.
19. The decision of the Council is final.
20. Illogan Parish Council will not be liable for any accident, injury, damage, loss, expenses, or inconvenience whether to person or property, which may be suffered or incurred arising out of, or in any way connected with the hiring however caused.
21. The hirer will be responsible for any claims legally payable for Copyright Fees or Performing Rights and undertakes to indemnify the Council in respect of any obligations or claim